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(June-Dec 1959)

RMS

Chief, Management Staff

November 1959

Chief, Records Management Staff

Weekly report for Week Ending 25 November 1959

1. Contributions

a. Tangible

(1) The offices [redacted] inactive records to [redacted] Center.

(2) The Center destroyed 283 cu. ft. of records leaving 904 cu. ft. to be burned.

(3) Completed two new and five revised forms.

(4) Obsoleted 23 forms.

(5) Shelf Filing installed in Building 13, GB. This installation resulted in a 60% saving of floor space, 30% increase in file space and return to stock of 9 four drawer safes and 26 five drawer cabinets. Project complete.

(6) Shelf Filing Installed in OTR/OPS School/Headquarters. This installation resulted in a 30% saving in floor space, 30% increase in file space and release of 25 four drawer cabinets and one four drawer safe. Project complete.

b. Intangible

(1) Evaluated one employee suggestion.

(2) Final recommendations for the uniform filing and disposition of Support records have been sent to the CS Support Records Committee. Project complete.

(3) Final evaluation of records of permanent value in the OSS Archives has been sent to the Chief RID/DD/P. Project complete.

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2. Assignments - Active

a. Forms

(1) Five new and 13 revised forms.

(2) Teletype Dissemination Information Reports and Systems.

(3) Revision of Dispatch Forms.

Revision completed. Persons in DD/P and DD/S with whom revision discussed were favorably disposed.

(4) Improved Management of Stocked Forms.

(5) Expediting Printing of Information Reports.

(6) Improvement of Quality of Information Reports.

(7) Forms for RCA-501 Computer System

RCA has expressed an interest in our being able to get 7 legible copies from the 501 high speed printer. RCA only advocated 4 copies.

b. Shelf Filing

(1) Office of Personnel

(2) Contact Division [redacted] 25X1

(3) Office of Security. See 1.a(5).

(4) Office of Training. See 1.a(6).

25X1 (5) [redacted] Intelligence Division

(6) Office of Communications

c. Filing Systems

(1) Management Staff, DDS

Project expanded to include all three DDS Offices. Work on DDS (DD/S) files continues.

d. Records Control Schedules

(1) Executive Registry

25X1 (2) FI Staff

(3) [redacted]

(4) OCI

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e. Special Projects

(1) Revision and Number of Overnight Storage Rooms.

(2) DD/P Support Records. See 1.b(2).

(3) Predecessor Agency Records. See 1.b(3).

(4) Entrance-on-Duty and Refresher Training Workshop in Filing.

(5) Physical Consolidation of Vital Materials and Records Center.

Security has approved the consolidation.

(6) Transfer of Certain Captured German Documents from State Department and National Archives to CIA.

(7) Records of President's Advisory Committee on Political Refugees.

(8) Records Management Survey of OL 25X1

Installation of subject-numeric file system underway.

(9) Records Management Survey of Support Division. 25X1 25X1

25X1

(10) Records Disposition Activity Promotion

Submitted a statistical analysis of DD/I records disposition activity to for his review prior to our discussion next week. 25X1

The Records Officers for OCR and OCR have sparked increased records disposition in their areas through office notices. In a cleanup of vaults alone, OCR has destroyed 137 cu. ft. of records since August. An attempt to apply to referenced material a disposition criterion other than "destroy when no longer needed" is being pursued in OCR.

b. News

a. Nine people from the Records Management Staff, 4 from other Mgt/S offices and 6 from operating components attended Friday's RMAC meeting on "Probability Sampling to Reduce Paperwork".

b. Commented on a draft of the DD/P RMO's revised Vital Materials Program.

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